

Professional and Managerial Branch
Engineering Group
Engineering Associate Series

CIVIL ENGINEERING ASSOCIATE II*

09/89

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs a variety of engineering duties and supervises engineering, technical and clerical personnel engaged in engineering projects; performs related duties as required.

EXAMPLES OF DUTIES:

Performs drafting, computational and design duties in the preparation of plans and specifications for street paving, structural, water and sewer construction and other engineering projects; supervises the design and plan preparation of park facilities such as buildings, play courts, and irrigation systems; reviews plans for state highway projects, city paving and storm drainage projects; determines if projects will require adjusting or relocating water and sewer lines; coordinates projects with local utilities to insure construction will not conflict with existing or proposed utility construction.

Supervises and directs the field activities of survey parties; determines where and how readings are to be taken; prepares complex surveys for metes and bounds and legal descriptions; plats profiles and cross-sections; drafts paving and drainage plans; prepares construction schedules and general procedures; writes and assembles specifications; prepares cost estimates for construction projects; designs or supervises the design of proposed projects; supervises and conducts inspections of projects; initiates right-of-way easements.

Interprets plans and specifications of projects being completed under contract; reviews, processes and corrects contract documents and construction plans; supervises and conducts field inspections of contracted construction projects; reviews plans for proposed streets, subdivisions and structures prepared by consulting engineers and architects; assigns and oversees the inspection and testing of workmanship and materials used in contract construction projects; reports deficiencies to contractor during warranty period; review and checks bid estimates.

Supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance; complies with and enforces safe working practices and procedures; maintains records and prepares reports; represents the City at public hearings and meetings.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering and two years of professional civil engineering experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of the principles and practices of civil engineering as applied to surveying, drafting and designing; good knowledge of the methods, materials, tools and equipment used in public works construction; good knowledge of cost determination techniques; some knowledge of supervisory techniques, standards of conduct and work attendance; some knowledge of safe working practices and procedures; some knowledge of federal, state and local laws, codes and ordinances as they apply to public works projects; some knowledge of the use of computer-aided drafting and design (CADD) systems.

Ability to prepare designs, plans and specifications; ability to supervise, train and evaluate assigned personnel; ability to determine project costs; ability to interpret plans and specifications and identify defects; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office, field and construction site environment; operate a motor vehicle through City traffic.

Special Requirements: Subject to on-call during non-working hours and mandatory overtime during periods of Public Works Emergency Operations.

Licenses and Certificates: Texas Class "C" Drivers License or equivalent license issued by another state.

- The Title of Civil Engineer II may be used provided registration as a professional engineer in the State of Texas has been obtained.

Director of Personnel

Department Head

OFFICIAL